

Windows – Part 3

Organizing and Copying Your Files

Objectives:

- Learn to use Windows Explorer to Move and Copy files.
- Learn how to retrieve files from a CD or Floppy Disk.
- Learn how to Organize your files using Folders.
- Learn how to Copy files to a CD and a Flash Drive.
- Review how to Rename and Delete files.

Windows, Part 3 - Tips

Saving a File

When you first create a file, you should save it using File → Save As. You will specify where it is to be saved, and what the filename will be. File names can contain up to 255 characters. You should avoid using the characters / \ : * | < > ? and “ . If you update the file, you must click on File → Save for the updated information to be included in the file.

Where to Store files

Most files on your computer are stored on the Hard Drive, called Local Disk (C:). You can also store files on a Floppy Disk (A:) or on removable disks like a Compact Disk, a DVD disk, or a removable flash drive. When storing data on Local Disk (C:) you should always store your own files in the My Documents folder, or other designated user folders like My Pictures, My eBooks, My Music, or My Videos. Files can also be stored on the Desktop. This is handy if you need the file only temporarily.

Using Windows Explorer

Open Windows Explorer by holding down the Windows key, and then tap the letter E. Windows Explorer shows only Disks and Folders in the left column, only Folders and Files in the right column. When you select a disk or folder in the left column, its contents are shown in the right column. You can open a file by double clicking the file in the right column of Windows Explorer.

Viewing Files in Windows Explorer

The default view in Windows Explorer may be set to show additional information (such as a pie chart of disk space used) within the right column. This cuts down on the room available to see the list of files and folders. There is no need to show this information, since the same info can always be seen by right clicking on the file, folder, or drive in question, and click on Properties. You can maximize the room available for displaying the files by clicking on Tools → Folder Options → General → Use Windows Classic Folders.

You can click on the Views menu to select your desired view of the files and folders in Windows Explorer. The Details view gives the most information about each item shown. You can sort the list by clicking on the column header that you want to sort by. For example, click on the Date header to sort by date. Once you have created your personal preferred way to view, you can make that the default view for all other folders by clicking on Tools → Folder Options → View → Like Current Folder.

Moving or Copying Files using Windows Explorer

To move files from one location to another, (other than to a CD) first select the file(s) you want, then drag them using either the Right or Left mouse button. If you use the Right button, you will get a menu from which you can choose to either Move the file, Copy the file, or Cancel. If you use the Left mouse button, you will automatically do a Copy if going from one Disk to another Disk; you will get a Move if going from one folder to another folder on the same disk.

To select all the files shown, click on Edit → Select All. To select a series of files that are one after the other, click to select the first file, then hold down the Shift key and click on the last file. It will select all the files from the first to the last. To add to or subtract from a list of files that are already selected (shown in dark blue), hold down the CTRL key while you click on the files that you want to add or remove from the selection.

Organizing your Files using Folders

If you have only a small number of files, you can conveniently store them all in the My Documents folder. As you accumulate dozens or hundreds of files, it is best to organize them by using Sub-Folders within the main My Documents folder. To create a new folder, first select the folder that you want the new folder to go into. For example, click on the My Documents folder. It will turn blue, indicating that it has been selected. Now click on File → New → Folder. Another folder will be created, with the name New Folder already selected and ready to be renamed. Immediately type in the new name and hit Enter. The new folder is now ready for use. You can move existing files into the new folder following the Move instructions above, or you can create new documents and save them directly into the folder.

Viewing sub-folders in Windows Explorer

When you first open Windows Explorer, it shows a listing of drives and the My Documents folder in the left column. Those drives or folders that have sub-folders have a small plus sign (+) in a box to the left. To display the next level of folders within the folder hierarchy, click on the plus sign. The plus sign will change to a minus sign (-) and the list will expand to show what folders are one level down. Any folders which have further sub-folders will once again have a plus sign in a box at the left. Click on that plus sign to go one level further down. If you want to close the display of sub-folders, click on the minus sign. (See figure 1).

Copying files to a CD

Storing files to a CD works differently than simply copying files from one disk or folder to another. Computers equipped with a CD-RW drive typically come with specialized CD writing software. To store files to the CD, open the CD writing software and select Data Disk. You will then select all the files you want stored. Once you have completed your list of files, you will click on “Record” or “Burn” and the software will actually store the information onto the recordable CD.

If you are using Windows XP, you can use Windows Explorer to copy files a CD-RW drive using the same Copy techniques listed above. A small text balloon will soon appear at the bottom, right side of the screen saying the files are ready to be recorded. Click on the balloon, then click on Write these Files to CD to record onto the recordable CD.

Using a Flash Drive

Storing files to a flash drive works exactly the same as storing files on a floppy disk. To use the flash drive, simply plug it into an open USB port. The operating system will detect that the flash drive has been added, and will assign a letter (such as E or F) to it. Files can be added, deleted, renamed, etc. from the flash drive just like from a hard drive. When you want to remove the flash drive from the computer, click on the “Safely

Remove Hardware” icon (green arrow above a small rectangle) in the lower right corner of the screen. A tiny window will open saying “Safely Remove Storage Device” (or similar nomenclature). Click on it. A window will appear saying it is safe to remove the device. Remove it by simply pulling it out from the USB port.

Printing the Screen (optional topic not always covered in class)

Sometimes it is handy to get a print of whatever is on the computer screen. To do this, press the Print Screen key on the keyboard. This will put an image of the screen onto the clipboard. To put this image into a document where you can see it or print it, open a document program such as Word. Click on Edit → Paste and the clipboard image will be put into the document. You can now print the document using File → Print → OK.

If you are not interested in printing the entire computer screen, but just want a print of the current Window, hold down the ALT key when you press the Print Screen key. The image will include just the current Window instead of the entire screen. Paste that into a document following the procedure above.

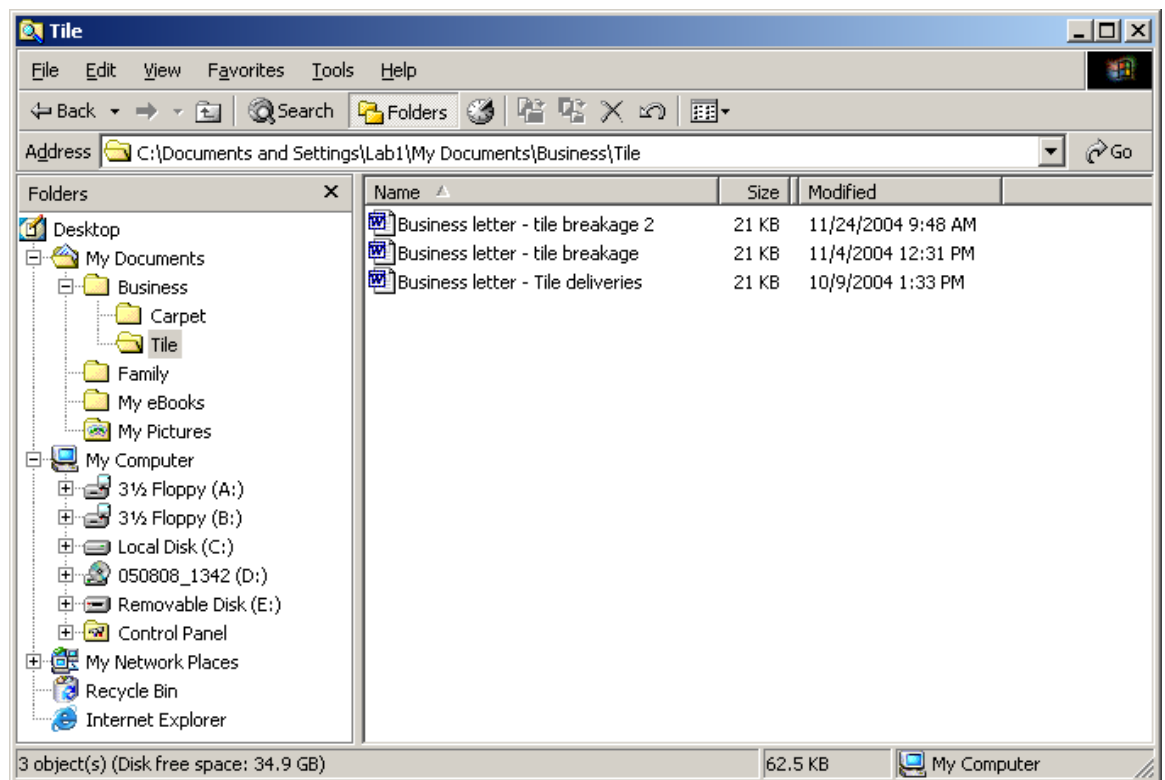


Figure 1